

**Payroll Accounting Adjustment
(PACC)
Modification
&
Rejected Accounting Corrections
(PMAC)**

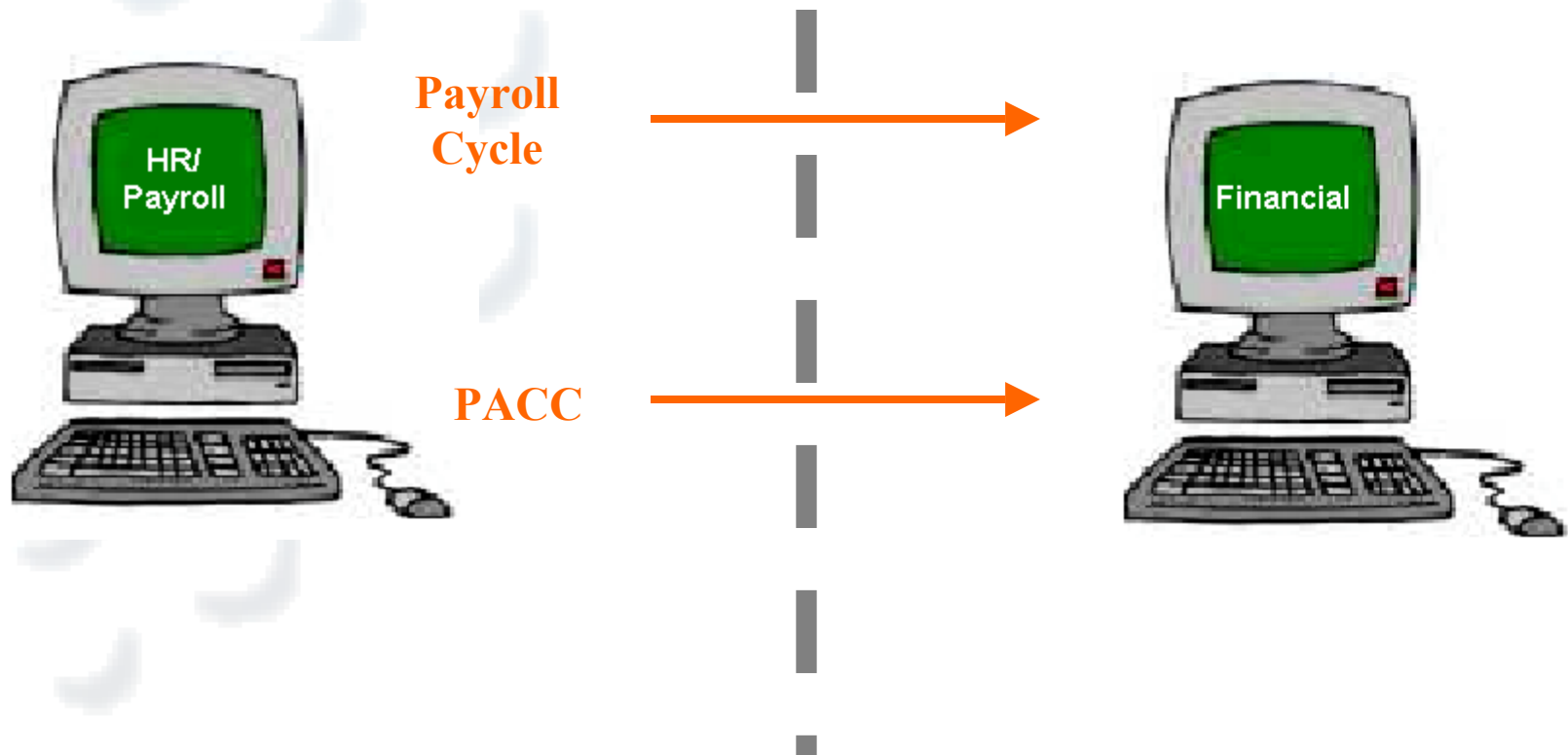
September 16, 2002

Agenda

- Payroll Accounting Changes
 - PACC vs. PMAC
 - Processing the changes
 - Mass Changes
 - Proxy the Window
- Identifying Documents for Changes
- Default & Rejected JVP's
- JVP Document Numbering Scheme
- Question & Answer Session

Payroll Accounting Adjustment (PACC)

Purpose: To adjust existing accounting line in the HR/Payroll system to a one or more new accounting line(s) and update the Financial system



PACC vs. PMAC

- PACC is to change labor accounting charges AFTER they have posted to the Financial system.
- Also creates the downstream charges for Fringes and the JC, FX, and PX docs.
- PMAC is to correct rejecting documents that have non cash errors that came from pay cycle.
- These are the errors right after paycycle.
- PMAC does not include Cash errors of documents that stay on Financial SUSF.



Payroll Accounting Adjustments PACC

- **1-to-Many Accounting Line Change (up to 10 lines)**
- **Agencies can enter accounting corrections on PACC and proxy to OA-Accounting for approval**

Payroll Accounting Adjustment (PACC)

- Reverses existing HR accounting
- + Posts new HR accounting
- Reverses existing Financial accounting
- + Posts new Financial accounting

Payroll General Ledger Document Numbering

JVP AGY PRLXXXIYYYY

AGY: Agency code from Accounting Line

XXX: Gross-to-Net Run Number

I: Iteration Counter that increments by 1 with each document change--original document is always “0”

YYYY: Alpha-numeric sequence that remains the same with each document change

JVP 300 PRL1250BCDF

Document Numbering- (PACC)



Original Document:

JVP 300 **PRL**1250BCDF



Original Document:

JVP 300 **PRL**1250BCDF (**Accepted**)

PACC :

JVP 300 **PRR**1251BCDF (Reversal)



JVP 300 **PRR**1251BCDF (Reversal)

JVP 300 **PRL**1252BCDF (New)



JVP 300 **PRL**1252BCDF (New)

PACC Screen

ADVANTAGE Desktop - USER1

File Edit Display Modify Window Help

→ [Icons]

Payroll Accounting Adjustments

Gross-To-Net Run Number [] Document ID JVP []
☒ Document ID ☐ Mass

Old Accounting Distribution

Fiscal Month / Year [] / []

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

New Accounting Distribution

Budget Fiscal Year [] Fiscal Month / Year [] / [] ☒ Percentage ☐ Dollar Amt

	Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	
1	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
2	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
3	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
4	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
5	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
6	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
7	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
8	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
9	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
10	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

Messages 2:56 PM 03/07/02

One Accounting Line

Many Accounting Lines

Who Processes PACC?

- Agencies can enter PACC corrections and proxy to OA-Accounting for approval
- Agency can enter mass changes (explained in a future slide) and proxy to OA-Accounting for approval

To Process a PACC Adjustment:

- ✓ Must be a JVP PRL document.
- ✓ Must be a labor expense accounting line.
- ✓ Must be accepted in Financial system.
- ✓ Must be the latest iteration of the document number accepted in HR/Payroll.
- ✓ Must adhere to the Cut-Off Schedule for SAMII HR Accounting Adjustments

(See the Bulletins/Customer Service section of the SAMII HR/Payroll webpage.)

Mass Changes

- Allows one screen entry to change accounting on multiple documents
- Selects ALL documents in a single Gross-to-Net Run and Fiscal Month/Fiscal Year that exactly matches Old Accounting Distribution
- PACC changes for individual documents take precedence over Mass Changes, if done on the same day.
- Mass changes MUST be by %.
- Submitted for approval to OA-Accounting by proxy

Mass Changes

Payroll Accounting Adjustments

Gross-To-Net Run Number: 00125 Document ID: JVP Mass: ☒

Old Accounting Distribution:

Fiscal Month / Year: 08 / 02

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
0101	300	3410	8502			2005			

New Accounting Distribution:

Budget Fiscal Year: Fiscal Month / Year: Percentage: ☒ Dollar Amt: ☐

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
1 0101	300	3410	8502	1235		2005			0.5000
2 0101	300	3410	8502	7751		2005			0.5000
3									
4									
5									
6									
7									
8									
9									
10									

PACC Mass Change

JVP 300 PRL1250DC2F

JVP 300 PRL1252K2NB

JVP 300 PRL12510TVM

JVP 300 PRL1250DFWT

Payroll Accounting Adjustments

Gross-To-Net Run Number: 00125 Document ID: JVP 300 PRL1250DFWT Mass: ☐

Old Accounting Distribution:

Fiscal Month / Year: 08 / 02

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
0101	300	3410	8502			2005			

New Accounting Distribution:

Budget Fiscal Year: Fiscal Month / Year: Percentage: ☐ Dollar Amt: ☒

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
1 0101	300	3410	8502	1235		2005			1.0000
2									
3									
4									
5									
6									
7									
8									
9									
10									

PACC (Individual) Document



To Enter a PACC Record:

ADVANTAGE Desktop - USER1

File Edit Display Modify Window Help

Payroll Accounting Adjustments

Gross-To-Net Run Number 000629 Document ID JVP 010 PRL62900001
☒ Document ID ☐ Mass

Old Accounting Distribution

Fiscal Month / Year 04 / 02

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
0101	300	2050	0154			2005			285.00

New Accounting Distribution

Budget Fiscal Year Fiscal Month / Year 07 / 02 ☐ Percentage ☒ Dollar Amt

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
1 0101	100	3130	3354			2005			285.00
2									
3									
4									
5									
6									
7									
8									
9									
10									

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Step 1: Enter the 6-digit Gross-To-Net Run Number (e.g., 000629).

To Enter a PACC Record:

ADVANTAGE Desktop - USER1

File Edit Display Modify Window Help

Payroll Accounting Adjustments

Gross-To-Net Run Number: 000629

☒ Document ID JVP 010 PRL62900001

☐ Mass

Old Accounting Distribution

Fiscal Month / Year: 04 / 02

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
0101	300	2050		0154		2005			285.00

New Accounting Distribution

Budget Fiscal Year:

Fiscal Month / Year: 07 / 02

☐ Percentage

☒ Dollar Amt

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
1 0101	100	3130		3354		2005			285.00
2									
3									
4									
5									
6									
7									
8									
9									
10									

ALL LINES ADDED

Messages 3:43 PM 01/15/02

Step 2: Select Document ID or Mass Change radio button.

Step 3: Enter the Document Agency and Document Number if correction is for single document. If Mass Change, leave blank.



To Enter a PACC Record:

ADVANTAGE Desktop - USER1

File Edit Display Modify Window Help

Payroll Accounting Adjustments

Gross-To-Net Run Number 000629 Document ID JVP 010 PRL62900001

Old Accounting Distribution

Fiscal Month / Year 04 / 02

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
0101	300	2050	0154			2005			285.00

New Accounting Distribution

Budget Fiscal Year Fiscal Month / Year 07 / 02

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
1 0101	100	3130	3354			2005			285.00
2									
3									
4									
5									
6									
7									
8									
9									
10									

ALL LINES ADDED

Step 4: Enter the Fiscal Month and Fiscal Year the document was created in HR/Payroll.

Step 5: Enter the “Old” Accounting Distribution from HR/Payroll.

To Enter a PACC Record:

ADVANTAGE Desktop - USER1

File Edit Display Modify Window Help

Payroll Accounting Adjustments

Gross-To-Net Run Number 000629 Document ID JVP 010 PRL62900001
Mass

Old Accounting Distribution

Fiscal Month / Year 04 / 02

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
0101	300	2050	0154			2005			285.00

New Accounting Distribution

Budget Fiscal Year Fiscal Month / Year 07 / 02 Percentage
Dollar Amt

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
1 0101	100	3130	3354			2005			285.00
2									
3									
4									
5									
6									
7									
8									
9									
10									

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Step 6: Enter the Budget Fiscal Year if the correction is for a Continuing Appropriation which began in a prior fiscal year. If not, leave blank.

Step 7: Enter the New Accounting Distribution line(s).

To Enter a PACC Record:

ADVANTAGE Desktop - USER1

File Edit Display Modify Window Help

Payroll Accounting Adjustments

Gross-To-Net Run Number 000629 Document ID JVP 010 PRL62900001
Mass

Old Accounting Distribution

Fiscal Month / Year 04 / 02

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
0101	300	2050	0154			2005			285.00

New Accounting Distribution

Budget Fiscal Year Fiscal Month / Year 07 / 02
Percentage Dollar Amt

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
1 0101	100	3130	3354			2005			285.00
2									
3									
4									
5									
6									
7									
8									
9									
10									

ALL LINES ADDED Messages 3:43 PM 01/15/02

Step 8: Select the Percentage or Dollar Amt radio button. Percentage must be selected if it is a mass change.

Step 9: Enter Dollar Amt or Percentage Amt for each line. The total percentage must equal 1. If Dollar Amt is selected, the total of the New Accounting Distribution lines must equal the Old Accounting Distribution Dollar Amt.

Percentage/Dollar Amt

- Percentages contains 4 decimals.

1.0 or 1.0000 equals 100%

0.5000 or .5 or .5000 equals 50%

- Dollar Amounts contain 2 decimals.

100.00 equals \$100.00

0.50 or .50 equals 50 cents

To Proxy a PACC Request:

ADVANTAGE Desktop - OM047

File Edit Display Modify Window Help

Payroll Accounting Adjustments

Gross-To-Net Run Number 00125 Document ID JVP 300 PRL1250BCDF
Mass

Old Accounting Distribution

Fiscal Month / Year /

Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
0101	300	2200	3434		JC03	2005			

New Accounting Distribution

Budget Fiscal Year Fiscal Month / Year /

Percentage
Dollar Amt

	Fund	Agency	Org/Sub	Appr Unit	Activity	Function	Obj/Sub	Job/Proj	Rept Cat	Dollar Amt
1	0101	780	3300	3293		JC03	2005			1.00
2										
3										
4										
5										
6										
7										
8										
9										
10										

Messages 2:58 PM 03/08/02

Step 1: Complete the PACC screen with the old and new accounting distribution. Leave window open.

Step 2: Select File: Send Message from the Menu Bar. HR Security must have your email address on file for you to proxy.



To Proxy a PACC Request:

New Message

To: ☒ User ID ☐ Last Name

Date: 03/08/02

Time: 03:03:17 PM

Priority: Normal

Subject: **INTERAGENCY PACC REQUEST (03/08/02)**

Message:

Please process this PACC request. Also, please notify Jane Brown at 522-0000 if you need additional information.

Attachments:

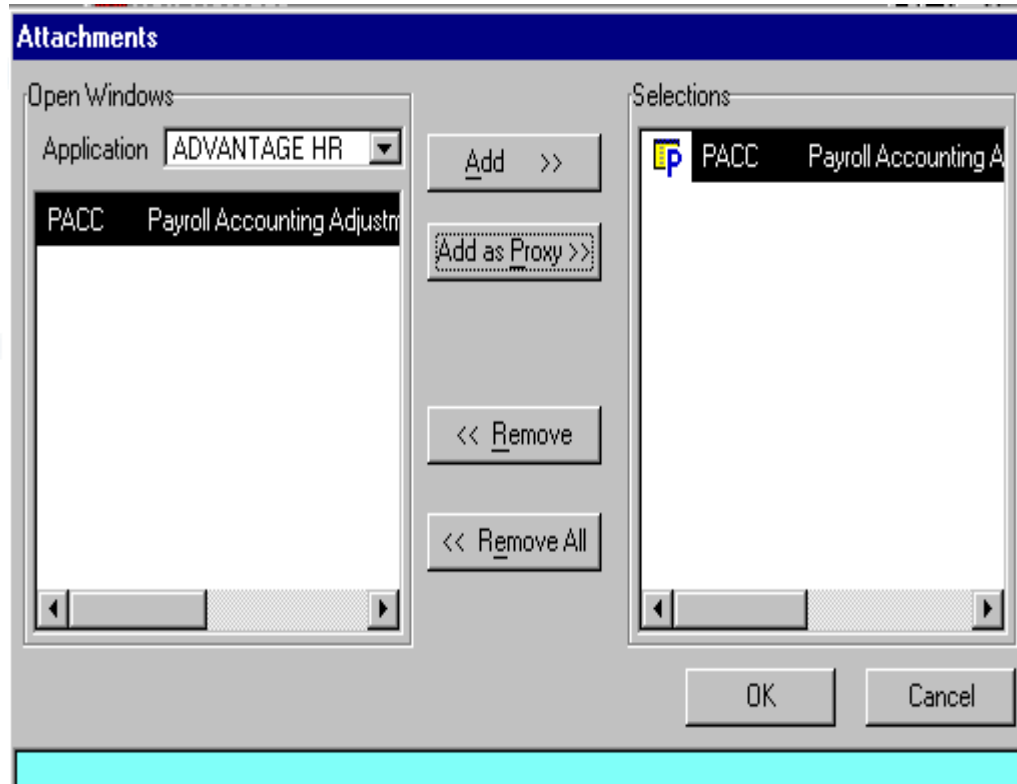
Step 3: Click the UserID radio button. Type in OK030 and click ADD.

Step 4: Complete the Subject field.

Step 5: Complete the Message field, including a contact name and phone number.

Step 6: Select the Attachments button.

To Proxy a PACC Request:

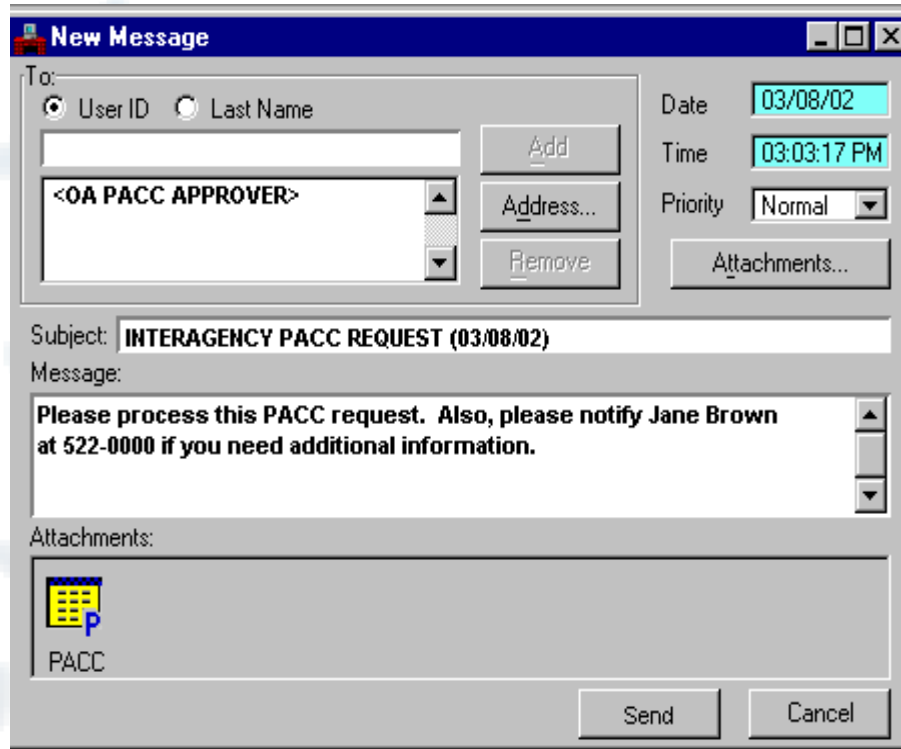


Step 7: Select Add as Proxy. Note the Proxy table icon in the Selections Window.

Note: If the Add button is selected, receiver will not be able to update HR/Payroll system with PACC information. You must use the Add as Proxy.

Step 8: Select the OK button.

To Proxy a PACC Request:



The screenshot shows a 'New Message' dialog box with the following fields and buttons:

- To:** Radio buttons for 'User ID' (selected) and 'Last Name'. Below is a text field containing '<OA PACC APPROVER>' and buttons for 'Add', 'Address...', and 'Remove'.
- Date:** 03/08/02
- Time:** 03:03:17 PM
- Priority:** Normal (dropdown menu)
- Attachments...** button
- Subject:** INTERAGENCY PACC REQUEST (03/08/02)
- Message:** Please process this PACC request. Also, please notify Jane Brown at 522-0000 if you need additional information.
- Attachments:** A list containing a file icon and the name 'PACC'.
- Buttons:** Send and Cancel.

Step 9: Select the Send button.

Step 10: OA-Accounting approves the PACC request.

PACC Entries

- Information on the “old” or “new” accounting lines on a PACC entry, must have valid accounting to pass the internal edits in the HR/Payroll System.
- Old Accounting must be completely valid as HR last recorded it. (this includes all jobs/projects/rept cat/activity/function)
- New Accounting must be valid for the edits to allow the continuation of the process to Financial.

Identifying Accounting Changes

Identifying Documents for PACC Changes

- Agency should use HR/Payroll Data Warehouse for identifying needed accounting adjustments for PACC
- Agencies should review reports on MOBIUS for rejected transactions
 - OFN133R1 (Payroll Cash Errors) for Financial SUSF errors
 - OFN134R1 (Payroll Non-Cash Errors) for PMAC errors

Using the Data Warehouse for PACC Information

http://modata.intra.state.mo.us/dwprod/Index.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Address http://modata.intra.state.mo.us/dwprod/Index.cfm Go Links

SAM II Data Warehouse

LoadedDate FIN 03/12/2002 HRS 03/11/2002

SAM II Home Site Map Personal Report Administrator Email Us Help Logout

State Applications

- Finances
- HR/Payroll**

HR/Payroll Areas of Analysis

[Employee History](#)

Agency Detail

- [Benefits](#)
- [Deductions](#)
- [Employee](#)
- [Leave](#)
- [Payroll](#)
- [Payroll Accounting](#)
- [Position](#)
- [Position History](#)

Summary

- [Benefits](#)
- [Deductions](#)
- [Demographics](#)
- [Employee](#)
- [Leave](#)
- [Payroll](#)
- [Position](#)

Accounting information is available from the HR/Payroll Data Warehouse

Using the Data Warehouse for PACC Information

http://modata.intra.state.mo.us/dwprod/Index.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Address http://modata.intra.state.mo.us/dwprod/Index.cfm Go Links

SAM II Data Warehouse LoadedDate 03/12/2002 HRS 03/11/2002

SAM II Home Site Map Personal Report Administrator Email Us Help Logout

HR/Payroll: Agency Detail Payroll Accounting Main Page ? Page Help

View Reports Create Reports

Home Agency 010 - LEGISLATURE-OPERATING Go!

Press the "Go!" button inside the View Reports section to view the View Reports section contains the following reports:

Standard Reports - Reports created using the Data Warehouse Web Interface Tool. They may be downloaded as a Tab-Separated-Value (TSV) or a fixed width file. These reports are tagged with the Standard Report icon.

Personal Reports - Reports created using the Data Warehouse Web Interface Tool. They may be downloaded as a Tab-Separated-Value (TSV) or a fixed width file. These reports are tagged with the Personal Report icon.

Flexible Reports - Reports created using the Data Warehouse Web Interface Tool. They may be downloaded as a Tab-Separated-Value (TSV) file, a fixed width file or printed using the user's web browser print feature. These reports are tagged with the Flexible Report icon.

User can view reports based on SEC1 (Agency) security.

Using the Data Warehouse for PACC Information

http://modata.intra.state.mo.us/dwprod/Index.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Address http://modata.intra.state.mo.us/dwprod/Index.cfm Go Links

SAM II Data Warehouse

LoadedDate 03/12/2002 HRS 03/11/2002

SAM II Home Site Map Personal Report Administrator Email Us Help Logout

HR/Payroll: Agency Detail Payroll Accounting: View Reports Page Help
Home Agency: 300

Click one of the following report names to view the report. A description of the report will appear when the cursor is placed on the report description icon.

Standard Flexible Personal

Report Names	Desc
JOURNAL VOUCHER DETAIL REPORT	

Journal Voucher Detail Report displays payroll accounting information created from the GL Interface. This method is used for identifying all lines of a document when the document number is known.

Using the Data Warehouse for PACC Information

http://modata.intra.state.mo.us/dwprod/Index.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address http://modata.intra.state.mo.us/dwprod/Index.cfm Go Links

SAM II Data Warehouse

LoadedDate FIN HRS
03/13/2002 03/13/2002

SAM II Home Site Map Personal Report Administrator Email Us Help Logout

HR/Payroll: Agency Detail Payroll Accounting: Report Parameters

Page Help
Home Agency: 300

Data Selection View Pay. Results View Ded. Results Undo Selections

Document ID JVP - 300 - PRL12501LJ2
(Doc Type - Agency - Number)

Search by the JVP PRL Document Number and select “View Pay Results” for Labor Expense accounting.

Using the Data Warehouse for PACC Information

http://modata.intra.state.mo.us/dwprod/Index.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address http://modata.intra.state.mo.us/dwprod/Index.cfm Go Links

SAM II Data Warehouse

LoadedDate FIN HRS
03/13/2002 03/13/2002

SAM II Home Site Map Personal Report Administrator Email Us Help Logout

[HR/Payroll: Agency Detail Payroll Accounting: View Results](#) [Page Help](#)

Data Selection View Pay. Results

Journal Voucher Detail Report

Home Agency : 300 - OFFICE ADMINISTRATION-OPER
Document ID : JVP-300-PRL12501LJ2

Based upon the above criteria, your query was executed. Below are the query statistics.

Report Processing Time (secs) : 0.75
Records Selected : 3
Record Length : 138
Estimated Download File Size (bytes) : 414

View Report Download

Selection criteria can be viewed in online report or downloaded to a text file.

Using the Data Warehouse for PACC Information

http://modata.intra.state.mo.us/dwprod/Index.cfm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger

Address http://modata.intra.state.mo.us/dwprod/Index.cfm Go Links >>

SAM II Data Warehouse

LoadedDate FIN 03/13/2002 HRS 03/13/2002

SAM II Home Site Map Personal Report Administrator Email Us Help Logout

[HR/Payroll: Agency Detail Payroll Accounting: View Report](#) ? Page Help

Data Selection View Pay. Results

Journal Voucher Detail Report

Home Agency : 300 - OFFICE ADMINISTRATION-OPER
Document ID : JVP-300-PRL12501LJ2

Go To Row # 1 Rows/Page 20 1 - 3 of 3

Prp	Fund	Agency	Organization	Sub Organization	Appropriation	Activity	Function	Job/Project	Reporting Category	Object	Sub Object	Pay Amount
JP	0101	300	2450		7635					2005		\$319.66
LR	0101	300	2450		7635					2005		(\$319.66)
LR	0101	300	2450		7635					2005		\$1,731.50

Report displays labor expense accounting and dollar amount on specific JVP PRL.

Using the Data Warehouse for PACC Information

Use the “Create Reports” tab to query for listing of JVP PRL documents generated by HR/Payroll:

Using the Data Warehouse for PACC Information

SAM II Data Warehouse LoadedDate: 09/13/2002 FIN: 09/13/2002 HRS: 09/12/2002

SAM II Home Site Map Personal Report Administrator Email Us Help Logout

HR/Payroll: [Agency Detail Payroll Accounting: Data Selection](#) ? Page Help
Home Agency: 100

Data Selection Review Selections View Pay. Results View Ded. Results View Fmg. Results Undo Selections

GTN Employee Check Doc ID

GTN Run #	Process Date	Check Date	Run Type	Pay Period Start Date	Pay Period End Date
GTN Run Number ALL					
000133	01-11-2002	01-15-2002	S	xx-xx-xxxx	xx-xx-xxxx
000132	01-08-2002	01-15-2002	R	12-16-2001	12-31-2001
000131	01-04-2002	12-31-2001	S	xx-xx-xxxx	xx-xx-xxxx
000130	01-03-2002	12-31-2001	S	xx-xx-xxxx	xx-xx-xxxx
000129	12-28-2001	12-31-2001	S	xx-xx-xxxx	xx-xx-xxxx
000128	12-21-2001	12-31-2001	R	12-01-2001	12-15-2001
000127	12-18-2001	12-14-2001	S	xx-xx-xxxx	xx-xx-xxxx
000126	12-12-2001	12-14-2001	S	xx-xx-xxxx	xx-xx-xxxx
000125	12-07-2001	12-14-2001	R	11-16-2001	11-30-2001
000124	12-05-2001	xx-xx-xxxx	S	xx-xx-xxxx	xx-xx-xxxx
000123	12-04-2001	11-30-2001	S	xx-xx-xxxx	xx-xx-xxxx

1. Select the appropriate Gross-to-Net Run Number.

Using the Data Warehouse for PACC Information

The screenshot shows the SAM II Data Warehouse web application. The browser window has a title bar with standard icons. The application header includes the title "SAM II Data Warehouse" and a navigation menu with links: "SAM II", "Home", "Site Map", "Personal Report Administrator", "Email Us", "Help", and "Logout". On the right side of the header, there are fields for "LoadedDate" (09/13/2002), "FIN" (09/12/2002), and "HRS" (09/12/2002). Below the header, the main content area displays "HR/Payroll: Agency Detail Payroll Accounting: Data Selection" with a "Page Help" link and "Home Agency: 100". A horizontal menu bar contains several tabs: "Data Selection" (selected), "Review Selections", "View Pay. Results", "View Ded. Results", "View Fmg. Results", and "Undo Selections". Below this, there are three sub-tabs: "GTN", "Employee" (selected), and "Doc ID". The "Employee" tab contains a form with the following fields: "Employee ID" (text box with "111224444"), "Name" (three text boxes for Last, First, and Middle), and "Appointment ID" (dropdown menu with "ALL" selected). A "Search" button is located to the right of the Name fields.

SAM II Data Warehouse			LoadedDate	FIN	HRS
			09/13/2002	09/12/2002	09/12/2002

[SAM II](#) [Home](#) [Site Map](#) [Personal Report Administrator](#) [Email Us](#) [Help](#) [Logout](#)

HR/Payroll: [Agency Detail Payroll Accounting: Data Selection](#) [Page Help](#)
Home Agency: 100

[Data Selection](#) [Review Selections](#) [View Pay. Results](#) [View Ded. Results](#) [View Fmg. Results](#) [Undo Selections](#)

[GTN](#) [Employee](#) [Doc ID](#)

Employee ID:

Name:

Last *First* *Middle*

Appointment ID:

Insert Employee ID on Employee Tab.

Select "View Pay Results" to view labor expense lines matching selection criteria.



Using the Data Warehouse for PACC Information

Name	Check Date	Bank Account	Check Number	Document ID	Fiscal Year	Fiscal Month	Pay Type	Fund	Agency	Appropriation	Orig
	09-16-2002	00	00000000420479	JVP-500-PRL187001F1	2003	03	2ALPO	0104	500	0523	
	09-16-2002	00	00000000420479	JVP-500-PRL187101F1	2003	03	2ALPO	0104	500	0523	
	09-16-2002	00	00000000420479	JVP-500-PRL187201F1	2003	03	2ALPO	0104	500	0523	
	09-16-2002	00	00000000420479	JVP-500-PRL187301F1	2003	03	2ALPO	0104	500	0523	

Report displays all JVP PRL (labor) documents and accounting created from HR/Payroll for that GTN run number.

Remember!!

- ◆ Agencies are responsible for maintaining valid accounting information in the Financial System (job/project/rept cat/activity/function, etc.).
- ◆ Agencies are responsible for maintaining valid and correct employee/position accounting information in HR/Payroll System (LDPR).
- ◆ Agencies should review MOBIUS reports, and Financial SUSF for rejected JVP PRL transactions.
- ◆ Agencies communication with OA-Accounting to provide corrections to rejected transactions.

Default and Rejected JVPs

PMAC

Default Accounting Corrections

- JVP PRL documents default when Accounting attributes are not assigned at the employee/position level (**e.g. Invalid labor distribution profile--LDPR**).
- HR assigns it to a statewide default accounting.
Fund 0101/Agency 300/Org 3065/Appr 0154/Object 2005
- These defaults reject to PMAC.
- Agency is responsible for updating employee/position accounting information on LDPR before next paycycle.

Rejected Accounting Corrections

- JVP PRL documents reject when accounting is not valid in SAMII Financial.
- This occurs from Pay Cycle or from PACC changes.
- Transaction is sent to Payroll Mass Change (PMAC) table for correction.

Rejected Accounting

- Communication is necessary between OA-Accounting and the Agency for the corrected accounting distribution.
 - Agencies should review reports on MOBIUS for rejected transactions
 - OFN133R1 (Payroll Cash Errors) for Financial SUSF errors
 - OFN134R1 (Payroll Non-Cash Errors) for PMAC errors
- RSMo requires the appropriations to be charged before the checks can be released.

Rejected Accounting Corrections

- Document recycles on PMAC until it is corrected.
- Iteration counter increments by 1 each time the document is changed in PMAC process.
- Agency is responsible for immediately updating Financial system with valid accounting codes to prevent continued rejects.

Document Numbering- PMAC



Original Document:

JVP 300 **PRL1250GYV2**

PMAC :

line is changed to different acctg

JVP 300 **PRL1250GYV2** (Reversal)

JVP 300 **PRL1251GYV2** (New)

PMAC:

Line is changed to different acctg again

JVP 300 **PRL1251GYV2** (Reversal)

JVP 300 **PRL1252GYV2** (New)



Original Document:

JVP 300 **PRL1250GYV2** (**Rejects**)

JVP 300 **PRL1251GYV2** (**Rejects**)

JVP 300 **PRL1252GYV2** (**Accepts**)

MOBIUS REPORTS

Using MOBIUS Reports to obtain Rejected Document Information

REPORT NO: OFN133	STATE OF MISSOURI		PAGE NO: 1							
DATE OF REPORT: 02/09/2002	OFFICE OF ADMINISTRATION									
TIME OF REPORT: 02:55	PAYROLL CASH ERROR(S) AS OF 02/09/2002									
FUND: 0104 VOCATIONAL REHABILITATION										
AGENCY	BAL	BATCH	DOCUMENT	ERROR						
	ACCT	AGC	NUMBER	TYP	AGC	NUMBER	CODE	DESCRIPTION	DEBIT	CREDIT
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
300	1111		JVP 300	PRL138001CC	MA49E	CASH FUND BALANCE EXCEEDED			.00	858.97
					MA540	CMGT CASH PROJ BAL EXCEEDED				
			JVP 300	PRL13801STP	MA49E	CASH FUND BALANCE EXCEEDED			.00	985.40
					MA540	CMGT CASH PROJ BAL EXCEEDED				
			JVP 300	PRL138015QT	MA49E	CASH FUND BALANCE EXCEEDED			.00	245.90
					MA540	CMGT CASH PROJ BAL EXCEEDED				
			JVP 300	PRL138019X7	MA49E	CASH FUND BALANCE EXCEEDED			.00	79.36
					MA540	CMGT CASH PROJ BAL EXCEEDED				
			JVP 300	PRL1380227B	MA49E	CASH FUND BALANCE EXCEEDED			.00	263.96
					MA540	CMGT CASH PROJ BAL EXCEEDED				
			JVP 300	PRL1380314C	MA49E	CASH FUND BALANCE EXCEEDED			.00	939.86
					MA540	CMGT CASH PROJ BAL EXCEEDED				
			JVP 300	PRL13802BRT	MA49E	CASH FUND BALANCE EXCEEDED			.00	516.46
					MA540	CMGT CASH PROJ BAL EXCEEDED				
BAL ACCT 1111 TOTAL WITHIN AGENCY 300:									.00	3,889.91
BAL ACCT 1111 NET WITHIN AGENCY 300:										3,889.91
AGENCY 300 TOTAL WITHIN FUND 0104:									.00	3,889.91
AGENCY 300 NET WITHIN FUND 0104:										3,889.91
FUND 0104 TOTALS:										
BAL ACCT 1111 TOTAL:									.00	3,889.91
BAL ACCT 1111 NET										3,889.91
									-----	-----
FUND 0104 TOTAL									.00	3,889.91
FUND 0104 NET										3,889.91

Payroll Cash Error Report (OFN133R1) displays all cash errors on JVP PRL documents rejected on Financial Suspense (SUSF). Only rejected lines are on this report---not the full document.



Using MOBIUS Reports to obtain Rejected Document Information

REPORT NO: 0FNL34										STATE OF MISSOURI		PAGE NO: 4	
DATE OF REPORT: 03/13/2002										OFFICE OF ADMINISTRATION			
TIME OF REPORT: 01:11										PAYROLL NON-CASH ERROR(S) AS OF 03/13/2002			
AGENCY: 200 OFFICE ADMINISTRATION-OPER													

Payroll Non-Cash Error Report (OFN134R1) displays all non-cash errors on JVP PRL documents rejected on Financial Suspense (SUSF) or HR PMAC.



Using MOBIUS Reports to obtain Rejected Document Information

REPORT ID: OHB585

STATE OF MISSOURI

PAGE: 1

PROGRAM ID: OHB585

OFFICE OF ADMINISTRATION

RUN DATE: 02/04/02

RUN TIME: 14:21:02

PACC FEDERAL AID ERROR REPORT

RUN	JVP DOC ID	FM/FY	FUND	AGY	ORG/SUB	APPR UNIT	ACTV	FUNC	OBJ/SUB	JOB/PROJ	REPT	ERROR REASON
000114	010 PRL11400001	04 02	0101	300	2050	0154			2005			PROCESS DT > FED AID LIQU DT 02
000122	010 PRL12200001	04 02	0105	500	3100	4970			2005			AAD9 PROCESS DT > FED AID LIQU DT
000150		04 02	0101	300	2050	0154			2005			NO DOCS FOUND FOR MASS CHG

PACC Federal Aid Error Report (OHB585) lists PACC entries that were not processed due to federal aid edits in the HR/Payroll system.

Question & Answer Session